

International Claims Transmittal



Return this form with the original medical bill or claim form via mail or fax to:

UnitedHealth Group
International Claims
PO Box 740817
Atlanta, GA 30374



Check here if this is a
repeat submission

Please complete all sections of this transmittal form. Claims may be delayed if all sections of this form are not completed. However, this does not guarantee that additional information will not be requested from you to process the claim. You will be advised in writing should additional information be required.

Please complete a new & separate claim transmittal form for:

* Each patient * Each inpatient hospital stay * Each different healthcare provider * Each currency type

Section 1 – Member & Patient Information

Check one: ___ I am an Expatriate or retiree living abroad. ___ I am traveling internationally for pleasure.
 ___ I am traveling internationally for business, however, live in the U.S.

Group Name	Los Alamos National Security, LLC	Group Policy #	704121
Member Name		Member id #	
Patient Name		Patient Relationship	
Patient Date of Birth		Member Phone #	
Member's Return Correspondence Address	Street Town/city Area postal code Region Country		
In which country did the treatment take place?			
What type of currency is the bill submitted in?			
What is the total amount of the claim in U.S.Dollars? (opt)			
Please check the type of service that was rendered: <input type="checkbox"/> Office visit <input type="checkbox"/> Inpatient hospital care <input type="checkbox"/> Inpatient surgery <input type="checkbox"/> Outpatient surgery <input type="checkbox"/> Emergency room visit <input type="checkbox"/> Lab or X-ray services <input type="checkbox"/> Prescription drugs covered under your UHC plan <input type="checkbox"/> Medical supplies <input type="checkbox"/> Other _____		Date of service(s): _____ A brief explanation of the purpose of your healthcare provider visit; including services rendered and/or procedures performed:	

Section 2 – Healthcare Provider Contact Information

Name of Healthcare Provider			
Name of facility or hospital			
Address	Street Area postal code Country	Town/city Region	
Telephone number (including 2-digit country code)			
Fax number (if available)			

Any person who knowingly files a statement of claim containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under law and may be subject to civil penalties.

Member signature _____

Continued on reverse side _____

Section 3 – Important Information for Submitting Your Medical Claim

- ***Faxing a Claim*** - Illegible faxes received in our mailroom will be returned to you via the fax number used to send the document to us. Therefore, when faxing correspondence to us, please make sure you use a fax machine where you can also receive correspondence.
- Submitting original documents is always helpful in expediting the processing of your claim. When possible, send the original claim, itemized bill, and medical records. This is especially helpful for inpatient hospital bills. ***Always remember to keep a copy of all documentation for your records.***
- If possible, ask the provider of service to write the bill in English and convert the currency to U.S. Dollars.
- If the provider of service is not able to present the bill or claim in English and U.S. Dollars, do not perform the translation and currency exchange yourself. United Healthcare will provide these services for you.
- Remember that all plan-filing rules apply to international claims. Submit your claims as soon as possible after treatment is rendered.
- If payment is to be issued to you, please submit a proof of payment. A cancelled check, cash receipt, charge receipt, or handwritten receipt from the medical provider is acceptable.
- If you have a U.S. address for the receipt of mail, please make sure that your employer is aware of this address so they may supply it to us for the mailing of your check and/or explanation of benefits.
- International bills can be more complicated than a regular U.S. bill due to language and currency conversion and/or the receipt of additional information required to process the claim. As a result, it may take longer to process your claim.

Note for non-medical or non-UHC claims (ie: Dental, Medco Rx, etc.) – this is not the process for submitting your international bill. Please contact the Member Services number located on the applicable member id card.

Any person who knowingly files a statement of claim containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under law and may be subject to civil penalties.

Member signature _____ **Date:** _____